



Duty Statement

Classification: **Staff Program Auditor (IS)**

Position Number: **275-319-4085-005** **JC-263420** HCM#: **1486**

Branch/Section: **Office of Audit Services / Internal Audits & Consulting Projects / Internal Audits Management**

Location: **Sacramento, CA**

Effective Date: **July 1, 2020**

Working Title: **Internal Auditor (Information Systems)**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** x **No**

The Office of Audit Services assists CalPERS Board of Administration and management by providing objective assurance that assets are safeguarded, operating efficiency and effectiveness are promoted, compliance with applicable laws and regulations is maintained and financial and management reporting is reliable.

Under the general direction of the Senior Program Auditor (IS) (Sr. Pg.A-IS), the Staff Program Auditor (IS) (Staff Pg.A – IS) is the lead auditor for assignments ensuring that all work is performed accurately and completely and in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards). The incumbent is expected to pursue a course of continuing professional education as prescribed by the Standards. Furthermore, the incumbent is expected to adhere to appropriate professional ethics as prescribed by the Standards and CalPERS core values when performing the following duties and responsibilities:

Essential Functions

- 40% Assists the Sr. Pg.A (IS) with risk identification; development of audit scope, objectives, and audit program; audit scheduling; and assignment of staff with appropriate skills, available time, or the need to develop new skills. Provides appropriate instructions to staff throughout the audit engagement, ensures that approved audit programs are carried out or that deviations are justified and authorized. Performs special reviews at the request of senior management or the CalPERS Board of Administration (Board) that may be sensitive or confidential. Provides consultation on Information Technology (IT) related issues or audit procedures. Staff Pg.A (IS) independently performs complex and sensitive audit and review assignments.
- 30% Performs review of audit working papers to ensure that they adequately support audit findings, conclusions, and reports; ensures that audit reports are accurate, objective, clear, concise, constructive and timely; and determines that audit objectives are met, and procedures are performed in accordance with the Standards.
- 15% Develops and documents audit findings, recommends corrective action, and prepares audit reports. Meets with auditee representatives to discuss scope of review, audit findings, and recommendations. Presents audit issues and findings to CalPERS management as necessary.

Marginal Functions

- 10% Assists in supervising and coordinating the annual risk assessment process and the preparation of the Annual Audit Plan. Monitors progress toward completion of audits in the Plan. Participates in audit follow-up activities to ensure timely resolution of outstanding issues.

- 5% Assists the Sr. Pg.A (IS) in the recruitment and selection of audit staff. Provides training or guidance to audit staff as necessary. Provides input and consultation to the Sr. Pg.A (IS) for performance evaluations of appropriate staff at conclusion of audits.

Knowledge, Skills, and Abilities

Knowledge of: Principles and practices of organizational management; general accounting and auditing principles and procedures; standards of the auditing profession; quantitative and cost effectiveness analysis methods; principles of information systems; computer source languages such as Assembly, JAVA, C++, COBOL, job control language, utilities, and processing conventions with large data bases; report writer packages such as ACL, Culpit, and/or Mark IV; the financial organization and procedures of CalPERS and California state and local government; operations, procedures, and work standards of the office; organization and management of public pension fund financial and program operations; current trends and problems in public pension fund management; professional information systems auditing, security, and control standards and practices; professional internal auditing standards and practices.

Ability to: Apply the required knowledge; identify, analyze, and recommend effective solutions to unusually complex information systems control problems; provide advice and instruction to staff on methods of performing complex information systems audits or computer assisted testing techniques; work effectively with top-level managers of CalPERS and of CalPERS' contractors, local government, investment and financial institutions, and other organizations..

Desirable Qualifications

- Logical reasoning.
- Analytical skills.
- Develop and evaluate alternatives.
- Ability to analyze issues and present options.
- Excellent written and oral communication skills, as well as the ability to effectively manage and produce formal, written reports with documented findings, conclusions, and substantive recommendations.
- Professional demeanor and attire.
- Possess strong analytical abilities and a comprehensive understanding of laws and regulations pertaining to CalPERS.
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

Working Conditions

- Overnight travel may be required.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____

Date:

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____

Date: